



Candidate Review Guidelines

Chief of Police

As a reminder, review process will be conducted under the following guidelines:

- All candidate information must be treated confidentially and cannot be shared beyond the committee.
- Committee members are expected to be objective in evaluating information and candidate qualifications.
- The goal of the committee is to make decisions by consensus – if consensus is not possible then decisions will be made by a majority vote of members present.
- Refrain from attempts to reach a consensus or majority vote on any decisions during an executive session. Those discussions should occur in the portion of committee meetings that are open to the public.
- Return from breaks on time.
- Turn off or place cell phones on “vibrate.” Individuals who must respond to a call shall excuse themselves from the meeting.
- All committee members are encouraged to actively participate in the discussion.
- Be engaged and present-- stay focused.
- Assume positive intent of others.
- Create an environment in which it is healthy to disagree, challenge opinions you don’t agree with without attacking the individual who expresses them.
- Share your perspective when it is applicable to the issue at hand.
- Focus on interests, not positions.
- Refrain from taking notes on candidate profiles. Candidate profiles will be collected at the conclusion of the meeting.
- Make sure that the notes you take are appropriate and essential. You will be asked to submit your notes at the end of the meeting.
- All inquiries from the press related to the proceedings of the committee must be referred to the committee co-chairs, Kate Joncas and Charles Rolland.